Request for Proposal

For

Carl D. Perkins

PERKINSplus

Reserve Fund Grants

Fiscal Year 2015

Dissemination Date:

February 6, 2014

Deadline:

April 4, 2014

5:00 p.m.

Georgia Department of Education

Dr. John D. Barge, State School Superintendent

Division of Career, Technical and Agricultural Education

1752 Twin Towers East

Atlanta, GA 30334

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| **Program Description** |
| Name of Grant Program: | Georgia Career, Technical and Agricultural Education (CTAE) **PERKINS*plus*** *Reserve* Fund Grants  |
| Authorization: | Carl D. Perkins Career and Technical Education Act of 2006 P.L. 109-270 |
| Dissemination Date: | February 6, 2014 |
| Deadline for Receipt of Applications: | April 4, 2014 @ 5pm (To allow for adequate implementation time for these grants, the deadline for applications cannot be extended). |
| Purpose: | To supplement the resources of local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students.  |
| Options: | Funds must be spent in accordance with Georgia’s identified options under Section 135 of the Perkins Act. Please select one of the funding options below, and submit the corresponding application for funding. Funding options: **1)** Expand or improve LEA’s performance on any core indicator except 6S1 and 6S2 ($15,000 maximum).* Local school systems may apply for grant funds to support the implementation of activities to improve their performance on any core indicator, except 6S1 and 6S2.

 **2)** Enhance system/schools efforts to make students aware of, recruit students into and retain students in CTAE nontraditional pathways with under-represented gender enrollment in grades 9-12 ($10,000 maximum). Perkins Core Indicator 6S1 and 6S2 participation and completion in Georgia’s five identified non-traditional pathways in the following five programs: **Construction, Early Childhood Education, Health Science, Engineering & Technology, Transportation** * Local school systems may apply for grant funds to create an awareness, recruit, and retain students in identified nontraditional program(s).

 **3)** Local school systems may apply for grant funds to provide activities to prepare special populations for high skill, high wage, and high demand occupations that will lead to self-sufficiency ($10,000 maximum).  **4)** Implementing CTAE end-of-pathway assessment (FTE 0-300 ≤ $15,000; FTE 301-1000 ≤ $20,000; FTE 1000+ ≤ $25,000 maximum)* Local school systems may apply for grant funds to purchase and administer end-of-pathway assessments for pathway completers as required by Perkins IV legislation. Consultant fees are capped at $30 per hour per person.

**NOTE: Funding levels subject to availability of federal funds.** |
| Target Populations: | Target audiences involved in the identified options include career and technology education faculty in partnership with academic faculty members, counselors, and/or administrators involved in CTAE programs.  |
| Technical Assistance:  | For technical assistance, please contact:Dr. Brenda Merchant, South Region Coordinator - (404) 805-9904 Ms. Nancy Bessinger, Central Region Coordinator- (404) 805-9633Mr. Roy Rucks, North Region Coordinator - (404) 805-7279  |
| Eligible Applicants: | Grants are targeted to eligible recipients as defined in Section 131of the Perkins Act and include local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students. Final approval for awards will be determined by GADOE. GADOE reserves the right to take into consideration geographic distribution, project demonstrated readiness by the LEA, and availability of funds when making decisions.  |
| Range of Grant Awards: | See specific application for award ranges.  |
| Length of Grants: | One year |
| Estimated Program Start Date: | July 1, 2014 to June 30, 2015 |
| Fund Use: | Funds must be spent in accordance with the budget narrative of the four identified priorities. **Funds may be used for:*** Consultant services (Consulting fees are limited to $30 per hour)
* Substitute teacher fees for the activities funded in the grant application
* Faculty honorariums (Stipends are only allowable for work performed outside the regular workday)
* Materials and supplies to support curriculum development and professional development
* Purchasing of equipment for instruction that supports GADOE approved CTAE Pathways (any equipment purchased with these grant funds must be inventoried and assigned to the respective program)

**Funds may not be used for:** * Salaries with the exception of honorariums and substitute pay
* Tuition
* Activities below the seventh grade
* Program maintenance at current performance levels
* Purchase of career information delivery system site licenses
* National, state, or local membership dues or fees
* Purchase of curricular materials for new programs beyond a three-year period
* Promotional items (e.g. shirts, key chains, bags, mugs)
* Construction of temporary or permanent structures
* Purchase of equipment for administrative purposes
* Purchase of equipment to support infrastructure for distance learning
 |
| **Submission Requirements****and Information:** | * The filenames should follow this format:

 FY15 Appendix **X** FY15 Narrative* Applications should be submitted through the GADOE LPlan System at LPlan@doe.k12.ga.us, and send a copy to your Region Coordinator.
* Complete applications must be received by 5:00 p.m. on April 4, 2014.
* Forms requiring original signatures must be scanned and submitted through the LPlan@doe.k12.ga.us as part of the grant application.
* Incomplete applications will not be considered for funding.
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***Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2.* The proposed budget may not exceed $15,000.**

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**Option 1**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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1. Identify project coordinator and team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

1. List and describe the specific steps that will occur to support the successful development and implementation of the activity.
* For each step listed, include a timeline and the person responsible.

**II. Plan of Operation and Timeline**

* + - 1. Identify the activity to be implemented or improved.
			2. Indicate the Perkins Core Indicator(s) to be addressed.
		- What is the current performance level for the indicator(s) listed above?
			1. For professional development activities include a description and identify staff involved.

**I. Describe your proposed efforts to make aware, recruit and retain students in identified nontraditional pathways(s).**



**Complete application for Option 1 must include:**

* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

**Applications must address questions below.**

Local school systems may apply for grant funds to support the implementation of activities to improve their performance on the core indicators.

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***Enhance system/school’s efforts to make students aware of, recruit students into, and retain students in CTAE nontraditional pathways with underrepresented gender enrollment in grades 9-12 (Perkins Core Indicator 6S1 and 6S2 Participation and Completion in Georgia’s five identified non-traditional pathways: Construction, Early Childhood Education, Health Science, Engineering & Technology, Transportation)*. The proposed budget may not exceed $10,000.**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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Local school systems may apply for grant funds to create awareness, recruit and retain students in identified nontraditional pathway(s).

**I. Describe the activity and the need for implementation.**

* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

**Complete application for Option 2 must include:**

1. Identify project coordinator and team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

1. List and describe the specific steps that will occur to support the successful development and implementation of the activity.
* For each step listed, include a timeline and the person responsible.

**II. Plan of Operation and Timeline**

**Option 2**

**Applications must address questions below.**

***Local school systems may apply for grant funds to provide activities to prepare special populations for high skill, high wage and high demand occupations that will lead to self-sufficiency.* The proposed budget may not exceed $10,000.**

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**Applications must address questions below.**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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**Option 3**

To provide activities to prepare special populations for high skill, high wage, and high demand occupations that will lead to self-sufficiency.

* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

**Complete application for Option 3 must include:**

Identify team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

List and describe the specific steps that will occur to support the successful implementation of the activity.

**II. Plan of Operation and Timeline**

**I. Describe the activity and the need for implementation.**

Identify and describe the activity that will be implemented and the details of how it will be implemented.

***Implementing End-of-Pathway Assessments*. The proposed budget is based on October 2013 CTAE FTE count. Budget Levels: FTE 0-300 ≤ $15,000; FTE 301-1,000 ≤ $20,000; FTE 1000+ ≤ $25,000.**

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**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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1. Identify team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

1. List and describe the specific steps that will occur to support the successful development and implementation of the activity.
* For each step listed, include a timeline and the person responsible for the activity.

**II. Plan of Operation and Timeline**

1. Identify the assessment, the pathway and the amount to be allocated.

2. Systems should submit the “CTAE FY2015 EOPA Funding Worksheet” as Appendix E. This will allow the file to upload in the Con App.



* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative
* Appendix E – CTAE FY2015 EOPA Funding Worksheet

**Complete application for Option 4 must include:**

**Option 4**

**I. Describe the activity and the plan for assessment.**

**Applications must address questions below.**

* Grant funds may be used for assessment preparation, purchase of assessments, and assessment administration.
* Test participants must meet testing requirements established by GADOE.
* LEA participants are required to submit assessment results, identify test participants, as well as demographic data to GADOE via the Student Records process.

Local school systems may apply for grant funds to purchase end-of-pathway assessments for pathway completers as required by Perkins IV legislation.

# Appendix “A”

## Proposal Cover Page

**PERKINS*plus* Grant**

**FY 2015**

**Grant Option Number:**

**Grant Amount Requested:**

**System Name:**

**System Number:**

**Contact Information**

 **Name:**

 **Email Address:**

 **Day Phone Number:**

# APPENDIX “B”

# PERKINS*plus* Grant

# Perkins IV Reserve Grant Application Assurances

# Fiscal Year 2015

The grant applicant hereby assures that:

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and the State Plan for Career and Technical Education.
2. Funding will be allocated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and is targeted toward preparing students for high-skill, high wage, and high-demand occupations and/or secondary to postsecondary transition activities.
3. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the State Board of Education, federal legislation and CTAE Grant Budget Guidance.
4. Grant funds will not be expended in any manner other than as outlined in the budget section of the approved grant application.
5. Federal Perkins IV funds will supplement, and will not supplant, non-federal funds expended to carry out the activities of the grant.
6. Permission will be granted to use this grant proposal and its results, if funded, for informational purposes for other education agencies.
7. If required by the Application, all teams will be allowed release time to meet and plan the project.

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System Name System Number

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CTAE Director (Original Signature) Date

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Superintendent (Original Signature) Date

**APPENDIX “C”**



**APPENDIX “D”**

**APPENDIX “E”**



**APPENDIX “F”**

 **GEORGIA DEPARTMENT OF EDUCATION**

**CTAE Perkins*plus* GRANT**

**SCORING RUBRIC FOR OPTIONS 1-4**

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 3****Meets All Criteria** | **Level 2** **Meets Some Criteria** | **Level 1** **Meets Few or No Criteria** |
| 1. **Activity description and the use of data to support the need for the activity.**
 | The proposed activity is clearly and thoroughly described, and the performance data proves the need for the activity.  | There is a limited description of the proposed activity, and the performance data provides limited support for the activity.  | The proposed activity is not clearly identified, and little or no performance data are included to support the need for the activity.  |
| **25 Points** | **25-15** | **14-6** | **5-0** |
| **B. Plan of Operation and Timeline**  | A detailed timeline, including specific steps in the implementation process is included. Persons responsible are listed. An explanation is given as to how the implementation process will be evaluated for success.  | A timeline that includes some specific dates is included. Persons responsible are listed. A limited explanation is given as to how the implementation process will be evaluated for success.  | The timeline does not exist or is very limited and includes few specific dates. No explanation is given as to how the implementation process will be evaluated for success.  |
| **10 Points** | **10-6** | **5-1** | **0** |
| **C. Key Personnel**  | Key personnel are identified by name, title, and role. | Few key personnel are identified by name, title, and role. | No key personnel are identified. |
| **5 Points** | **5-4** | **3-1** | **0** |
| **D. Budget Narrative**  | Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail by completing all items requested on the “Budget Narrative Template.” Budget calculations are correct.  | Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation. Budget contains a few errors with some items missing from “Budget Narrative Template.” | Budget is not clear, reasonable and/or cost effective. Budget narrative does not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly. |
| **50 Points** | **50-30** | **29-15** | **14-0** |
| **E. Grant Budget Chart** | Budget Chart is complete. All funds requested are budged to the appropriate object code. | Budget Chart is incomplete or needsrevision. Items are not charged to the appropriate object code. | Budget Chart not completed or containserrors and is completed incorrectly. |
| **10 Points** | **10-6** | **5-1** | **0** |
| **System Name:** |  | **Evaluator:** | **Total Points:** |